



HR Director Advisory Meeting

January 25, 2010

ETV



Agenda

- 🌀 HR/PY Update – Jennifer Lauer
- 🌀 Role Mapping – Jennifer Rocks
- 🌀 Employee Readiness – Jennifer Rocks
- 🌀 MySCEmployee – Jennifer Rocks
- 🌀 Training – Lorraine Caprio



HR/PY UPDATE

Jennifer Lauer, HR/PY Lead



Lessons Learned for Agencies

- 🔄 Cleanse Master Data
- 🔄 Don't wait until the last minute to submit requested data
- 🔄 Guides provided by SCEIS Team are meant to assist you, but are not all-inclusive
- 🔄 Set reasonable expectations for system functionality
- 🔄 Register for and go to HR/Payroll training courses

Upcoming Activities

- ☞ Updated HR/Payroll Data Cleansing and Conversion Guide sent to Wave Two agencies January 22nd
- ☞ Payroll Parallel Status reports sent to agencies January 25th
- ☞ All requested Payroll Parallel data is due to the SCEIS Team by COB Friday, February 19th

Upcoming Activities (cont'd)

- Wave Two agencies invited to validate Organizational Charts at SCEIS offices – late February
- Validation of agency master data – begins in March
- Payroll Parallel test results available March 29; agency validation of results to begin thereafter
- HR/Payroll Ready Room opens May 3rd
- HR/Payroll Wave Two go-live June 2nd with a July 1st payroll run

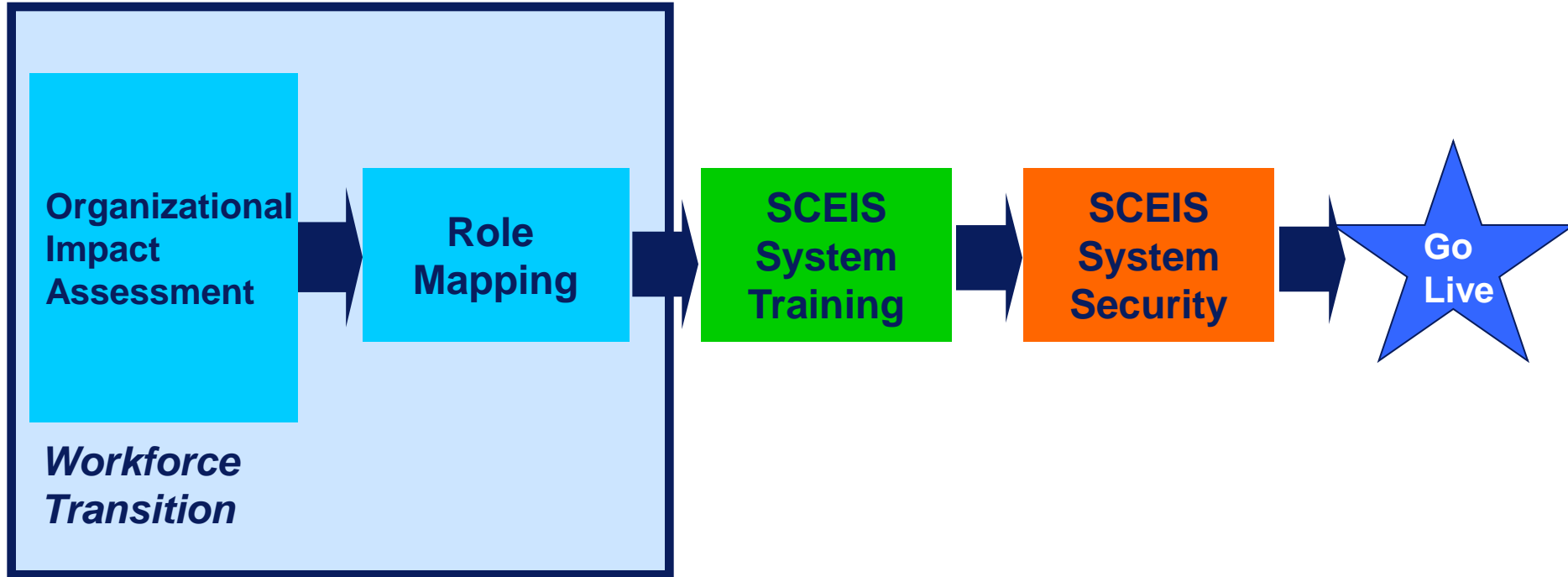


Role Mapping

Jennifer Rocks EC&C Advisor



Impacts of Role Mapping & Workforce Transition Activities



**Communications &
Agency Support**



Important Organizational Impact Assessment Feedback

- 🌀 Estimated number of employees who will need to enter time in MySCEmployee
- 🌀 Impact of employees who will use MySCEmployee to enter time and travel
- 🌀 Locations of end-users who may require instructor-led training
- 🌀 Computer skills of employees who will use MySCEmployee
- 🌀 Considerations for conducting on-line MySCEmployee training

What is Role Mapping?

The process of assigning or “mapping” SCEIS user roles to employees

- Role Mapping is a critical activity for the SCEIS project
- SCEIS user roles will drive training that the users need to take prior to receiving system access
- A SCEIS user role gives users security access to perform certain SCEIS functions in SAP

End-to-End Process

SCEIS



1. Distribute
Role
Documents

3. Collect answers
to questions &
schedules role
mapping
workshops with
agencies

5. Load role
mapping to
database & send
Validation
spreadsheets with
Individual
Transition Plans
(ITPs)

7. Prepare
Learning
Management
System

9. Conduct
Org Level
Security &
provide
cost object
information

2. Review
Role
Description
Documents,
& send
questions to
SCEIS AST

4. AST Leads and
SMEs complete
Role Mapping
Worksheet, using
the Org Impact
Assessments and
Role Description
documents

6. Review ITPs
and Validation
spreadsheets;
make updates
as necessary

8. Support
Training
Registration

Agency

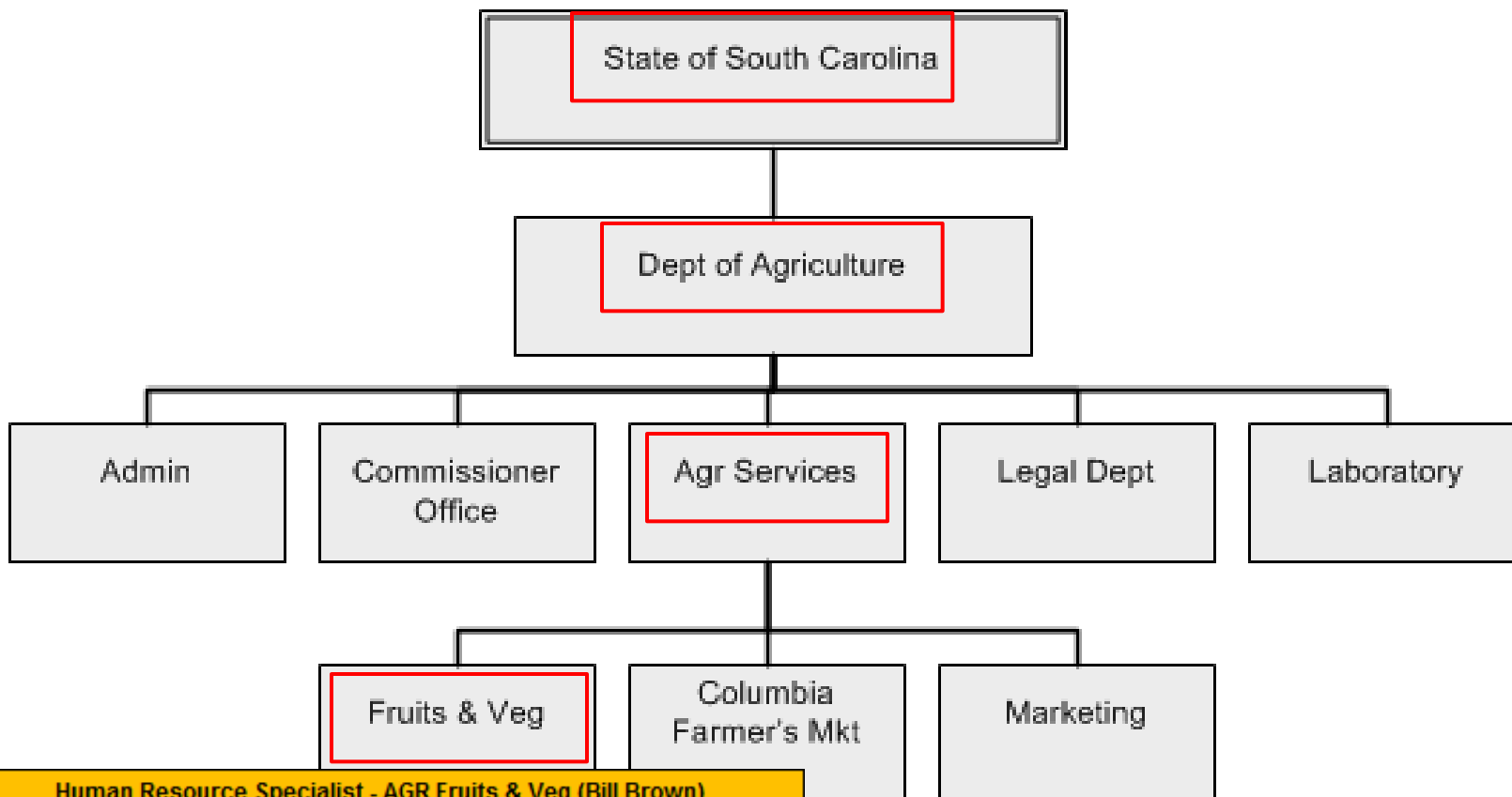
Role Mapping Considerations

- 🌀 Evaluate time entry and time approval processes
- 🌀 Decide if employees will enter time through MySCEmployee. Those employees will need to be role mapped. If not, consider impact to Time Administrators
- 🌀 If utilizing time entry function within MySCEmployee, consider agency's need to allow employees to select specific charge objects for time entry
- 🌀 Evaluate travel processes
- 🌀 Consider segregation of duties (HR functions with Payroll functions)
- 🌀 Determine if Organizational Level Security is required for your agency
- 🌀 Missed deadlines will result in delay in training registration process

Charging Time to Charge Objects

- ⌚ When entering time through MySCEmployee, some state employees may be required to charge their time to Cost Objects (i.e. Charge Objects) .
- ⌚ A cost object captures time within a financial area of responsibility (for example, a Cost Center, Order, WBS, Fund, or Grant).
- ⌚ These employees will have additional fields on their time sheets to select the cost objects against their time.
- ⌚ Managers will need to review the time charged to the various cost objects and approve or reject the time.
- ⌚ It is the manager's (or Time Administrator's) responsibility to communicate to their employee what cost objects they should be charging.

Organizational Level Security Example



Human Resource Specialist - AGR Fruits & Veg (Bill Brown)	
Security Role	Level for Role
HR Master Data Maintainer	AGR Fruits & Veg
Leave Administrator	AGR Fruits & Veg
Display Organization Management	AGR Fruits & Veg
EPMS Administrator	AGR Fruits & Veg
Time Administrator	AGR Fruits & Veg
FMLA Event Maintainer	AGR Fruits & Veg
Agency Org Chart Maintainer	AGR Fruits & Veg



Employee Readiness

Jennifer Rocks, EC&C Advisor



Manager & Supervisor Toolkit Overview

- 🌀 Audience - managers and supervisors of HR/PY employees who will be frequent end-users of SCEIS
- 🌀 Purpose
 - Provide a management perspective of SCEIS
 - Prepare you to discuss job changes and training with employees
- 🌀 Why is the toolkit needed?
 - Provide information on key upcoming events
 - Eliminate surprises & rumors
 - Promote clear communication between supervisors & employees

🔄 Manager & Supervisor Presentation

🔄 Reference materials that can be distributed to employees:

- Frequently Asked Questions (FAQs)
- Acronym sheet
- Training overview
- Manager talking points

- ☉ Review Manager & Supervisor Toolkit and distribute handouts to employees
 - MySCEmployee brochures and information from Communications Toolkits
 - FAQs and Acronym sheets
- ☉ Conduct staff or group meeting
 - Provide a management perspective of SCEIS
 - Promote MySCEmployee
- ☉ Conduct one-on-one or small group sessions with end-users
 - Provide information on key upcoming events
 - Eliminate surprises & rumors
 - Promote clear communication between supervisors & employees



MySCEmployee

Jennifer Rocks, EC&C Advisor



MySCEmployee Tips for Success

- Ensure employees attend scheduled regional road show presentations.
- Identify a communications agent who will distribute information about MySCEmployee.
- Identify a MySCEmployee Training Facilitator to support MySCEmployee training within agency.
- Encourage employees to take the online, self-paced MySCEmployee training courses.



My Time



My Pay



My Career



My Personal
Information



My Employee
Search



My Travel



My Benefits

MySCEmployee Agency Preparedness

- ☉ Identify if employees have the basic computing skills needed to access and navigate within MySCEmployee.
- ☉ Determine options for providing employees who need basic computer skills training prior to start of Wave 2 training.
- ☉ For employees who do not have access to a work or home computer, recommend creating work stations or kiosks (shared computer/printer) at central agency locations to allow for greater employee access.
- ☉ Consider any additional workload that may fall upon the agency if employees do not utilize MySCEmployee. For example, time administrators may still collect employee timesheets but they will have the additional step of entering them into SCEIS.
- ☉ Refer to the ESS & MSS Organizational Impact Assessment for further information.

Purpose: To provide agencies with a variety of monthly communications tools for distribution to all agency employees; to continuously provide agency employees with MySCEmployee overview information leading up to the training courses.

- 🔄 Flyers and posters
- 🔄 Newsletter articles
- 🔄 “Briefs” for intranet and internet use
- 🔄 Brochures
- 🔄 PowerPoint slides
- 🔄 Special Guides and publications

MySCEmployee Monthly Communications Toolkit Topics

🔄 February

- MySCEmployee Overview
- SCEIS website overview

🔄 March

- My Pay
- Security

🔄 April

- Banking Information / My Personal Data
- Special Publication – Technical Readiness Guide



MySCEmployee Monthly Communications Toolkit Topics

🔄 May

- My Time
- Preparing for Employees for MySCEmployee Go-live (e.g. time entry reminders, review personal information, etc.)
- Preparing for First Pay Day Reminders

🔄 June

- Getting Assistance with MySCEmployee
- First Pay Stub Reminder



MySCEmployee Communications Events and Toolkit Timeline

🔄 January

- MySCEmployee article sent for distribution agency-wide

🔄 February

- AST Communications Conference Call (tentatively scheduled Tuesday, February 16, 9:00 a.m.)
- MySCEmployee Communications Toolkit available for distribution Tuesday, February 16

🔄 March

- AST Communications Conference Call (tentatively scheduled Tuesday, March 16, 9:00 a.m.)
- MySCEmployee Communications Toolkit available for distribution Tuesday, March 16

MySCEmployee Communications Events and Toolkit Timeline

April

- AST Communications Conference Call (tentatively scheduled Tuesday, April 20, 9:00 a.m.)
- MySCEmployee Communications Toolkit available for distribution Tuesday, April 20

May

- AST Communications Conference Call (tentatively scheduled Tuesday, May 18, 9:00 a.m.)
- MySCEmployee Communications Toolkit available for distribution Tuesday, May 18

🌀 Week of February 8 and February 15

- Columbia area sessions to be held at DHEC, Peeple's auditorium
 - Message for agency distribution to be sent week of January 25
 - Agency staff RSVP via SurveyMonkey to manage room capacity and attendance records
- SCEIS team will continue to work with special requests for leadership groups, etc.

🌀 Week of February 22

- Initial regional offering to begin in Greenville/Spartanburg (contingent upon final facility confirmation)

🌀 Tuesday, February 9

- 1:00 p.m. DHEC, Peeples Auditorium
- 3:00 p.m., DHEC, Peeples Auditorium

🌀 Wednesday, February 10

- 9:00 a.m. DHEC, Peeples Auditorium
- 10:30 a.m., DHEC, Peeples Auditorium

🌀 Tuesday, February 16

- 9:00 a.m. DHEC, Peeples Auditorium
- 10:30 a.m., DHEC, Peeples Auditorium
- 1:30 p.m., DHEC Peeples Auditorium

🌀 Wednesday, February 17

- 1:00 p.m. DHEC, Peeples Auditorium
- 3:00 p.m., DHEC, Peeples Auditorium



Training

Lorraine Caprio, EC&C Training Lead



Train-the-Trainer Roles & Responsibilities

- ☉ Support SCEIS end-user instructor-led training sessions as a “subject matter expert” for that functional area and provide student assistance during class
- ☉ During training, be able to answer questions to help end-users understand how the process will change with SCEIS (bridge the gap between current state and future state) and provide instructor support as needed
- ☉ Attend train-the-trainer events and activities, including preparation course. Conduct self-study activities, as needed
- ☉ Provide insight into South Carolina processes and procedures including agency examples
- ☉ Serve as support for agency
- ☉ Provide post go-live on-the-job training (as needed)

Train-the-Trainer Activities Timeline

☉ MySCEmployee Train-the-Trainer Activities

- Overview Meeting (Week of February 8th)
- Review On-Line Course Materials (February 11 – February 19)
- Question & Answer Follow-up Session (Week of February 22)
- Follow up training sessions, as necessary (Week of March 1)

☉ HR/PY Train-the-Trainer Activities

- Overview Meeting (Week of February 1st)
- Knowledge Transfer Sessions by functional area (February 8th – March 12th) . Individually scheduled sessions: TBD
- Practice Teach Back Sessions by functional area (February 22 – March 26th) . Individually scheduled sessions: TBD

Training Registration Process

- The learning management system (Blackboard) will be available for course registration by late March 2010. Go Sign Me Up (GSMU) has been retired.
- Each SCEIS user will be provided an Individual Training Plan (ITP) with required SCEIS training courses based on the end-users job function in SCEIS as reported by your agency.
- End-users will self-register for classes based on their ITP.
- Blackboard will only show you the courses you need to complete based on your ITP.

Learning Management System - Blackboard

The screenshot displays the SCEIS Learning Management System interface. At the top, the SCEIS logo is on the left, and navigation links for 'My Places', 'Home', 'Help', and 'Logout' are on the right. Below the logo, there's a 'My SCEIS' section with a dropdown for 'Agency/Division'. The main content area is divided into several modules: 'My Institution' (with a 'Notifications Dashboard' tab and an 'Add Module' button), 'Tools' (with links to 'Personal Information' and 'SCEIS Website'), 'My Training Report' (showing a table of training records), 'My Announcements' (showing no recent announcements), 'My Calendar' (showing no recent events), 'My Learning Plan' (showing enrolled courses), and 'My Agency/Division' (showing participating organizations). A callout box points to the 'My Learning Plan' module, stating: 'Learning Plan established, based upon role mapping'. Another callout box points to the 'My Agency/Division' module, stating: 'Agency Organizations are established to provide restricted views and communications within each agency.' Below this, a list of bullet points is shown: '•ATC access to training reports and student records' and '•Student access to own training records'. The bottom of the screen shows a Windows taskbar with the Internet Explorer icon and a 100% zoom level.

Learning Plan established, based upon role mapping

Agency Organizations are established to provide restricted views and communications within each agency.

- ATC access to training reports and student records
- Student access to own training records

The screenshot displays the Blackboard interface for the 'Accounts Payable Learning Plan'. The left sidebar contains a navigation menu with the following items: 'Accounts Payable Learning Plan', 'My Learning Plan', 'COR120 Basic', 'Navigation', 'R1001 Display', 'Finance', 'R100 A Financial', 'Overview', 'AP200 Accounts Payable Basics', 'AP300 Accounts Payable Invoice Processing', 'My Training Report', and 'My Schedule'. The main content area is titled 'Accounts Payable Learning Plan' and includes a 'My Training Report' table, a 'To Do' list, and 'My Announcements'. The 'My Training Report' table lists courses and their grades: 'AP2: Accounts Receivable' (In Progress) and 'AP: Accounts Payable' (Completed). The 'To Do' list is empty. The 'My Announcements' section states 'No course announcements have been posted in the last 7 days.' The 'My Schedule' section at the bottom left shows two scheduled sessions: '03/05/2010 - 9:00am to 5:00pm - SCBS Room 202A - AP300-03' and '12/31/2009 - 9:00am to 5:00pm - DSS Room 12 - AP300-02'. Three callout boxes provide additional information: one points to the 'My Learning Plan' link in the sidebar, another points to the 'Grade' column in the 'My Training Report' table, and a third points to the 'My Schedule' section.

Accounts Payable Learning Plan

My Training Report

Course	Grade
AP2: Accounts Receivable	In Progress
AP: Accounts Payable	Completed

Last Updated Jan 20, 2010 12:26 PM

To Do

My Announcements

No course announcements have been posted in the last 7 days.

My Learning Plan

Student's Learning Plan lists required courses and provides direct access for ILT enrollment (OLT enrollments will be handled in batch by SCEIS)

Student's Training Report reflects course grade status

Student's Training Schedule reflects course enrollment

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Accessibility information can be found at <http://access.blackboard.com>. Installation details

Internet 70%

🌀 The following video on-line courses will be available in Blackboard:

- HR100 - SCEIS HR/Payroll Enterprise Structure
- OM100 - SCEIS Organizational Management (OM) Overview
- TM100 – SCEIS Time and Leave Management Overview
- PY100 - SCEIS Payroll Overview/Process & Policy Changes

- ☉ COR120 - SCEIS SAP Enterprise Central Component (ECC) Overview and Navigation
- ☉ OM300 - SCEIS Organizational Management (OM) Reporting
- ☉ OM310 - SCEIS Organizational Management (OM) Reporting with Nakisa
- ☉ PY300 - SCEIS Retirement Enrollment and Integration with the South Carolina Retirement Systems (SCRS)
- ☉ PY310 - SCEIS Payroll Reporting for Agencies
- ☉ TM340 - SCEIS Leave Transfer Pool Administration
- ☉ TV200 - SCEIS Supervisor Review/Approve/Reject Travel Requests and Travel Reimbursement Requests Through the SAP GUI

- 🌀 OM200 - SCEIS Organizational Management (OM)
Create/ Maintain Org Units, Jobs, and Positions
- 🌀 PA200 - SCEIS Display/Maintain Employee
Personal/Payroll/Benefits Data and Reporting
- 🌀 PA300 - SCEIS Advanced Personnel Administration
- 🌀 TM200 - SCEIS Time Administration
- 🌀 TM300 - SCEIS Leave Administration
- 🌀 PY200 - SCEIS Display/Create/Maintain Payroll
Information for Agencies

HR/PY Curriculum – Imaging

- ☉ There is one on-line Imaging course that will be available.
- ☉ IMG200 SCEIS Records Management with the Electronic Personnel File – this course is designed to prepare learners to operate scanning equipment and categorize and store imaged of scanned documents in SAP ECC system for further processing

Note: MySCEmployee courses are currently under revision and not available on the SCEIS website

- ESS 100 MySCEmployee Course - Overview including information on: My Employee Search, My Pay, My Benefits, My Personal Information and My Career (1 hour)
- ESS 110 Time Entry Course - Information on how to compile a timesheet for those employees who will be using this functionality (1 hour)
- MSS100 MySCEmployee Manager Self Service Course – Manager overview including how to review and approve time and approve leave requests. Managers will learn how to view employee information, and view and print reports (1 hour)
- TV120 Travel Management Overview - Information for employees and managers on how to request and approve travel and travel reimbursement (1 hour)

- ☉ The Learning Management System will be available for course registration in late March 2010
- ☉ On-line training courses are scheduled to be released late March 2010
- ☉ Instructor Led courses are scheduled to begin April 2010. The projected number of course offerings per functional areas are:
 - Organizational Management (OM200): 20 class sessions
 - Personnel Administration:
 - PA200: 30 class sessions
 - PA300: 20 class sessions
 - Time Management:
 - TM200 & TM300: 36 class sessions each
 - Payroll (PY200): 12 class sessions

Training Completion

- ☛ All students need to complete the prerequisite courses. Please emphasize the importance of completing these courses prior to their instructor-led training, especially the COR120 Navigation and 100 level courses.
- ☛ All students need to complete the course assessment and/or survey in Blackboard within 2 business-days of completing the on-line or instructor-led course.

- ④ Encourage employees to take their required instructor-led classes in order. Employees lose some of the value of the course if they are not taken in the proper sequence.
- ④ Encourage employees to attend classes so that they can get their proper access to SCEIS production at go-live.